

INSTRUCTIONS TO PROSPECTIVE LESSORS

The Board of Lake County Commissioners will be accepting proposals pursuant to Ohio Revised Code Section 307.86(l) for the lease of office space for the Lake County Clerk of Courts Title Bureau. To be considered, a proposal must meet the minimum criteria outlined below. Proposals will then be considered based on the optional criteria further outlined below. The Board will negotiate with the prospective lessors to obtain a lease at the best and lowest price reasonably possible considering the fair market value of the property.

All prospective lessors are required to fill out the attached proposal form and return it to the Board of Lake County Commissioners no later than 11:00 a.m., on Wednesday, August 6, 2014. All proposals must be in a sealed envelope marked "LAKE COUNTY TITLE BUREAU OFFICE SPACE." All proposals must be to the attention of Ms. Amy L. Elszasz, Clerk. Proposals will be opened promptly at 11:00 a.m., on Wednesday, August 6, 2014, in the Lake County Commissioners Chambers on the 4th floor of the Lake County Administration Center at 105 Main Street, Painesville, Ohio.

To be considered, the proposed locations MUST meet the following minimum criteria:

- Located within 3 miles of the intersection of State Route 20 (Mentor Avenue) and Jackson Street in Mentor, Ohio.
- Fully compliant with the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. 12101, et sec.
- Available for lease starting on September 1, 2014.
- Fully compliant with all local zoning and building codes.
- Signage available on the street and building.
- At least 4,000 square feet.
- Must have separate restroom facilities not shared with other tenants in the complex or the public or space must be available to expand existing restrooms to meet this requirement.
- Must have separately metered water, sewer, gas and electric.
- Must have a kitchen type sink or an area plumbed or space available where a sink can be installed for employee use for breaks and lunch.
- Property owner must be current on all Lake County property taxes for all properties owned in Lake County.

Proposed locations will be evaluated based on the following optional criteria. Each criterion will be evaluated based on information submitted by the prospective lessor and assigned a score between 0 (criterion not present at the proposed location) to the maximum score indicated below:

- Number of dedicated parking spaces – 10 points.
- Move-in ready – 10 points.
- Visibility of location – 15 points.
- Located on State Route 20 (Mentor Avenue) – 15 points.
- Drive thru window availability – 5 points.
- Lease term (optimal term is 5 years with option to renew for 5 years) – 10 points.
- Square footage over minimum required – 5 points.
- Price per square foot – 25 points.
- Overall price per month – 5 points.

Proposals must be submitted on the attached proposed premises specification form. Proposal forms must be completed in ink or by typewriter. Any corrections to the proposal forms prior to submission must be initialed by

the person signing the proposal. Failure to submit any proposal form(s) may be cause for rejection of the prospective lessor's proposal.

The Board of Lake County Commissioners reserves the right to reject any and all proposals, to waive any and all informalities, and to disregard all nonconforming or nonresponsive proposals. The Board of Lake County Commissioners or their designee may conduct further investigations as it deems necessary to assist in the evaluation of any proposal and to establish to the Board's satisfaction the responsiveness of the proposed premises to the established criteria. *The Board reserves the right to have a designee conduct a site visit of any proposed premises.*

PROPOSED PREMISES SPECIFICATION FORM

Please provide the following information related to the proposed premises. Additional pages, diagrams, and pictures may be attached.

Address of proposed premises: _____

OWNER INFORMATION

Current owner of the proposed premises: _____

Legal status of owner (i.e., individual, partnership, corporation, etc.): _____

Address of owner: _____

How long has owner owned the proposed premises? _____

MANDATORY REQUIREMENTS

Are the proposed premises located with 3 miles of the intersection of State Route 20 (Mentor Avenue) and Jackson Street in Mentor, Ohio?

☐ Yes ☐ No

Are the proposed premises fully compliant with the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. 12101, et sec.?

☐ Yes ☐ No

Are the proposed premises fully compliant with all local zoning and building codes?

☐ Yes ☐ No

Are the proposed premises available for lease beginning on September 1, 2014?

☐ Yes ☐ No

Are the proposed premises at least 4,000 square foot?

☐ Yes ☐ No

Is signage available on the building and on the street?

☐ Yes ☐ No

Do the proposed premises have separate restroom facilities not shared with other tenants in the complex or the public or is there availability to expand existing restrooms to meet this requirement?

☐ Yes

☐ No

Do the proposed premises have separately metered water, sewer, gas and electric?

☐ Yes

☐ No

Do the proposed premises have a kitchen type sink or an area plumbed or space available where a sink can be installed for employee use for breaks and lunch?

☐ Yes

☐ No

Is the property owner current on all Lake County property taxes for all properties owned in Lake County?

☐ Yes

☐ No

OPTIONAL CRITERIA

Parking – 5 points

Please indicate the number of dedicated parking spaces for the proposed premises, how those dedicated spaces are delineated, and what other parking is available:

Move-in ready – 10 points

Please describe the current interior and exterior state of the building and what action would have to be taken to prepare the premises for occupation by the Clerk of Courts:

Visibility of location - 15 points

Please describe the approximate position of the proposed premises vis-à-vis the street and the entrance to the plaza or shopping center in which the premises may be located. Please also indicate the approximate frontage of the premises:

Location on State Route 20 (Mentor Avenue) – 15 points

Is the location located on State Route 20 (Mentor Avenue)?

☐ Yes

☐ No

Drive thru window availability – 5 points

Is there a drive thru window located at this location?

☐ Yes

☐ No

Lease Term - 10 points

Please indicate the shortest term of lease that would be considered, the longest term of lease that would be considered, and whether an option to renew would be acceptable (the optimal term for the Clerk of Courts would be 5 years with an option to renew for 5 years):

Cost and square footage

Proposed overall cost per month: _____ (25 points)

Overall square-footage of proposed premises: _____ (5 points)

Proposed cost per square-foot per month: _____ (5 points)

Please indicate whether the overall cost per month includes any utilities, services, taxes or maintenance, and if so which utilities, services, taxes or maintenance:

SIGNATURE

Signature of proposer: _____

Name of proposer: _____

Title: _____

Date: _____

Contact information: _____
